

NASA Exchange - JSC Starport Employee Discount Program
Vendor Agreement

By accepting this agreement, Provider or the authorized agent of Provider (collectively "Provider") acknowledges that Provider has read the NASA Exchange –JSC Starport Employee Discount Program Policy ("Program") and agrees that:

- The discount provided by the Provider through the Program represents an actual discount of the price of the goods and services normally offered by the Provider to the general public;
- The discount provided by the Provider through the Program must be significantly greater (at least 15%) than that offered to the general public;
- Provider will pay an annual fee of \$25 to the NASA Exchange (aka Starport) as a convenience fee for adding the information to our web site and promoting the Program;
- Provider's participation in the Program does not constitute or create a contract or an agent relationship between the Provider and NASA Exchange – JSC (aka "Starport") and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with NASA Exchange – JSC;
- NASA Exchange – JSC may discontinue the Program at any time, discontinue a Provider's participation in the Program or the Provider's ability to offer a particular product or service without advance notice;
- NASA Exchange – JSC may revise or modify the program at any time without advance notice;
- Providers must re-enroll annually as an existing vendor to maintain an active status;
- Provider will require the employee to present a valid employee identification card or other reasonable evidence of employee affiliation when the employee purchases the product or service;
- Provider will not offer discounts to products or services such as cigarettes or other tobacco products, gambling services or venues, sexual services or adult entertainment, alcohol, or firearms;
- Provider will keep its Web site information up to date if it uses a Web site to communicate information to employees regarding prices, products, services, and dates discount is being offered;
- Provider will immediately notify the Program Coordinator via email regarding any discount items that have been discontinued or withdrawn;
- Provider will not solicit on site or contact an employee in person, via email, or by written materials directly areas without prior approval by the employee and department;
- Provider will not disclaim knowledge of or responsibility for the authenticity or legality of their product or service;
- Provider will comply with applicable NASA Exchange – JSC Starport Employee Discount Program Policy and state law including any licensing or certification requirements applicable to the provisions of a particular service; and,
- Provider will not use the National Aeronautics and Space Administration logos or seals or otherwise imply that participation in the Program is an endorsement of the provider's product by NASA Exchange – JSC or NASA - JSC.

For Vendor:

Accepted By

Printed Name

Company

Date

For NASA Exchange - JSC

Karen Schmalz
Exchange Operations Manager
NASA Exchange - JSC

Date

NASA Exchange – JSC Starport Employee Discount Program
Vendor Application

Company Name: _____

Company Address: _____

Main Business Phone: _____

Main Business Fax: _____

Business Locations: _____

Company web site address: (fully qualified URL: (i.e., <http://>))

Contact Person: _____

Contact Phone Number: _____

Contact Email Address: _____

Discount Details: _____

Restrictions: _____

Discounts offered to: (check all that apply)

At a minimum discounts must be offered to civil servant and contractors.

_____ NASA Civil Servants

_____ Family Members

_____ NASA Contractors

_____ Friends

_____ Retirees

Exclusive web page for NASA discounts: _____

Custom log in (if required): _____

Custom password (if required): _____

If you do not have a web site, email the .pdf or .doc file to shelly.t.haralson@nasa.gov

By submitting this application, the Provider is agreeing to all conditions and policies and attesting that all information provided on the form is factual.

Program Contact:

Shelly Haralson, Program Coordinator

NASA Exchange – JSC

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Houston, Texas 77058

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Email: shelly.t.haralson@nasa.gov